

DEPARTMENT OF ENERGY
FY 1998 CONGRESSIONAL BUDGET REQUEST
DEPARTMENTAL ADMINISTRATION
(Tabular dollars in thousands, Narrative dollars in whole dollars)

CONGRESSIONAL, PUBLIC, AND INTERGOVERNMENTAL AFFAIRS

PROGRAM MISSION

The mission of the Office of Congressional, Public, and Intergovernmental Affairs is to build trust and ensure public understanding of the importance of Department of Energy (DOE) policies, programs, and initiatives.

The office is charged with serving the needs of a wide range of customers, including Members of Congress; State, local, and Native American governments; national, regional, and local news media; DOE stakeholders; the general public and in some cases Federal and contractor employees. The mission and its incumbent responsibilities are well served by the office's functioning as a "one stop shop" for information about the Department's energy, national security, science and environmental business lines. The release of timely, factual information, and a commitment to creating opportunities for early customer involvement in the Department's decisionmaking process have contributed to the office's success in fulfilling its mission and achieving its goals and objectives.

The office strives for continuous improvement in its partnerships with constituent groups and stakeholders. These efforts are supported through close collaboration with program staff on the development and implementation of legislative strategies, by communicating DOE's missions and benefits to our primary customers; and rapid response to our customers' requests for information.

The GOALS of the office are to:

- o Embrace the maxim that "an informed citizenry is our nation's best defense," and, as skilled professionals, provide information to Members of Congress and their staffs, the news media and, by extension, American taxpayers; contribute to a broad national understanding of the Department's mission in areas ranging from energy security to economic development and national security; and support the statutory requirement of Public Law 95-91 to provide liaison between the Department, Congress, and the general public.

- o Communicate to all of our customers through its' work advising program offices of matters relating to media, Congressional, and other outreach. In doing so, we deliver on our democratic commitment to a policy of openness and accessibility.
- o Provide timely, responsive information in anticipation of customer needs and targeted to the full range of DOE customers -- from school children interested in science to governors, Tribes, local elected officials, academies, and community groups around DOE sites, to professionals in the business, environmental, and national security communities.
- o Provide a range of services and technical support to the news media, including liaison between journalists and DOE principals, organization and preparation of press conferences, news releases, fact sheets, background material, research and information analysis, and audio/visual assistance.
- o Provide responses to telephone and written inquiries and to walk-up visitors inquiring about the Department's programs and activities.
- o Support early and effective customer involvement in DOE decisionmaking by improving coordination of public activities of programs which crosscut within the Department.
- o Research and prepare the Department's only news publication that is made available to all Federal and contractor employees, Members of Congress, and by subscription to libraries and the general public.
- o Comply with DOE's Acquisition Regulation which directs this office to advise Members of Congress regarding pending awards that have an impact upon the Members' State/District.
- o Compile newsclips gathered from newspapers (regional and national) and magazines regarding energy concerns and reactions to Department policy and activities.
- o Provide coordinated review of non-technical Departmental publications, audiovisuals, and exhibits.
- o Provide briefing materials and issue analyses for use by the Secretary, Deputy Secretary and Under Secretary in support of their work to articulate and explain Administration and Departmental policies and initiatives.

In pursuing these goals, our OBJECTIVES are to ensure full trust and confidence in the Department and to:

- o Be the principal coordinator in developing and implementing the Department's legislative agenda including timely response to Congressional correspondence, inquiries, and hearings of Departmental programmatic issues/budget requirements as well as the efficient coordination of hearing testimony and questions for the record.
- o Promote regular dialogue and information sharing with elected State and local officials, Tribal government representatives and stakeholder groups; and provide a broader public understanding of what DOE is doing and how activities reflect and further U.S. national interests.
- o Fulfill and ensure the public trust by placing a premium on information, integrity, and effective communication of DOE's mission, goals, and objectives--all in a timely fashion by working with the news media.
- o Conduct our business in a manner that is cost-effective, timely, and worthy of trust.
- o Create opportunities for early customer involvement in the Department's decisionmaking process.
- o Provide advance notification of contracts and grants which exceed over 8,000 separate contacts to Members of Congress and State officials.
- o Provide a communications channel, DOE This Month, that gathers and consolidates information crosscutting all Departmental elements throughout the country, keeping DOE employees and contractors abreast of Departmental policy, ongoing programs, current activities and new initiatives.
- o Provide a central newsclips service that makes newclips available for Departmental officials when requested.
- o Review communications products to assure American taxpayers cost-effectiveness while providing understandable, consistent and non-redundant information services, products, and publications.
- o Research and development briefing materials which must be accurate, relevant and topical, as well as interesting and informative to diverse audiences.

PERFORMANCE MEASURES:

We measure our performance through customer feedback, leadership's ability to meet commitments and program objectives, satisfaction of labor/management partnership, and feedback from our employees.

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PROGRAM PERFORMANCE SUMMARY

I. Mission Supporting Goals/Ongoing Responsibilities: Program direction funds provide for limited staffing resources to support the mission of the Office of Congressional, Public, and Intergovernmental Affairs which is to build trust and ensure public understanding of the importance of Department of Energy (DOE) policies, programs, and initiatives. The office is charged with serving the needs of a wide range of customers, including Members of Congress; State, local, and Native American governments; national, regional, and local news media; DOE stakeholders; the general public and in some cases Federal and contractor employees. The mission and its incumbent responsibilities are well served by the office's functioning as a "one stop shop" for information about the Department's energy, national security, science and environmental business lines. The release of timely, factual information, and a commitment to creating opportunities for early customer involvement in the Department's decisionmaking process have contributed to the office's success in fulfilling its mission and achieving its goals and objectives.

Program Direction has been grouped into three categories:

--Salary and Benefits provides funding for full-time permanent and other than full-time permanent employees, in the following classes: salaries and wages, overtime pay, cash incentive awards, lump sum leave payments, Senior Executive Service and other performance awards, payments to funds for the benefit of employees, and workman's compensation.

--Travel provides funding for staff travel for site visits to facilities of interest to Congress; to arrange and lead all media events, to accompany the Secretary, Deputy Secretary, and Under Secretary at public appearances; to attend conferences and meetings with State and local governments, American Indian tribal officials; and meetings with consumer, business and community groups to convey DOE initiatives and policies; and travel associated with training.

--Other Related Expenses provides funding for employee training and development, and funding for items included in the Working Capital Fund, for example, utilities, building operations and maintenance, postage, telephone service, printing and graphics, copying, and etc.

II. Funding Table:

Program Direction	FY 1996 Current Approp.	FY 1997 Original Approp.	FY 1997 Adjustments	FY 1997 Current Approp.	FY 1998 Budget Request
Salary and Benefits	\$8,051	\$6,810	\$0	\$6,810	\$5,868
Travel	120	120	0	120	120
Other Related Expenses	<u>7</u>	<u>1,905</u>	<u>0</u>	<u>1,905</u>	<u>1,905</u>
Total Program Direction	\$8,178	\$8,835	\$0	\$8,835	\$7,893
FTE's	103	82			66

III. Performance Summary

FY 1996 Measurable Performance Activities:

- o Merged the Office of Congressional and Intergovernmental Affairs and the Office of Public and Consumer Affairs into a unified Office of Congressional, Public, and Intergovernmental Affairs that now works in matrix teams that cross-cut the Department's business lines.
- o Streamlined and improved the Department's process for hearings coordination, utilizing advanced technology and changing the way we do business.

- o Worked closely with Members of Congress, their staffs, and Committees/Subcommittees to define, articulate, and advance the Department's Strategic Alignment Initiatives, FY 1997 Budget, and numerous other legislative policy priorities as well as enhancing New Members' understanding of our programs, accomplishments and objectives. For example we played a major role in
 - Working to enact legislation to authorize the export of Alaska North Slope oil which also included Outer Continental Shelf Deep Water Royalty Relief and the sale of the Alaska Power Administration;
 - Informing potential impacts of Congressional proposals on the Energy and Water Development Appropriations Bill and the Interior and Related Agencies Appropriations Bill;
 - Communicating the proposed extension of the Energy Policy and Conservation Act; and
 - Assisting in the enactment of the Department's provisions in the National Defense Authorization Act; Technology Transfer Improvements Act; and for assistance to the Newly Independent States in the Foreign Operations Appropriations Bill (working with Agency for International Development); and for a two year reauthorization of the Uranium Mill Tailings Radiation Control Act (UMTRA).
- o Planned and coordinated press conferences, press releases, and interviews for the:
 - Hemispheric Energy Symposium;
 - Joint Implementation projects between U.S. and foreign governments and industry partners to combat Global Climate Change;
 - Presidential Mission on Sustainable Energy and Trade to China;
 - Defense Waste Processing Facility start-up in Savannah River;
 - Draft Environmental Impact Statement for the Tank Waste Remediation System at Hanford;
 - Policy for Management of Spent Nuclear Fuel from Foreign Research Reactors;
 - Galvin Task Force Report on Alternative Futures of the DOE National Labs;
 - Yergin Task Force Report on Strategic Energy Research and Development;
 - Presidential Decision on roles of three weapons labs;
 - Environmental Management Science Program; and
 - Department's FY 1997 Congressional Budget.

In addition, provided expertise on a major announcement on a breakthrough in a DOE funded new lighting technology--the Sulfur Light which resulted in over 800 inquiries were received from the United States and abroad (this technology won the *Discover* Award for Environmental Technology Innovation and became a *Popular Science* Technology award Winner for 1995).

- o Operated a Departmental public inquires office that handles requests concerning all DOE program and activities responding to 19,000 public inquiries from students, schools, colleges, libraries, industry, businesses, Congressional offices, Federal agencies, State and local governments, and private citizens.
- o Produced and distributed 12 editions of the Departmental newsmagazine to DOE employees and contractors with external copies sent to Congress, Federal agencies, State and local governments, news media, libraries, colleges, schools, energy-related trade associations and public interest organizations, embassies, and others on request.
- o Produced the newsclips, the only centralized Departmental source of information for senior staff and employees, about continuing news coverage of DOE and all energy- related issues.

FY 1997 Measurable Performance Activities:

- o Serve and establish a closer working relationship with the Congress, State, Local, and Native American governments, other Federal agencies, news media, stakeholders, and the general public to ensure they are kept apprised of the Department's mission of energy resources, national security, economic productivity, environmental quality, and science and technology.
- o Communicate the Secretary's vision for the Department; including openness in providing information; internal communication; build credibility with customers; pursue innovative partnerships; conduct major presentations to stakeholders and the media; implement internal communication strategy, and communications and trust strategic plan.
- o Streamline our resources and continue to re-engineer and utilize team matrixes to achieve optimal dissemination of information as well as coordination with Program and Field offices.

FY 1998 Measurable Performance Activities:

- o Serve and work with our customers to ensure they are kept apprised of the Department's critical mission. Also, communicate the Secretary's vision for the Department.
- o Continue to re-engineer and utilize team matrixes to achieve optimal utilization of staff to provide for dissemination of information as well as coordination with Program and Field offices.

IV. Explanation of Funding Changes FY 1997 to FY 1998:

- o The decrease of \$942,000 in Personnel Compensation and Benefits reflects the costs of downsizing in FY 1997 (-\$859K), elimination of separation costs (-\$264K), and other (-\$41K); partially offset by the pay raise (+\$222K).
- o There are no changes to travel funding.
- o There are no changes in Other Related Expenses.

V. Other Related Expenses:

	FY 1996	FY 1997	FY 1998	FY 1997/FY1998
Other Related Expenses	(\$000)	(\$000)	(\$000)	Change
				(\$000)
Other Related Expenses:				
--Training	7	6	6	0
--Working Capital Fund	<u>0</u>	<u>1,899</u>	<u>1,899</u>	<u>0</u>
Total Other Related Expenses	\$7	\$1,905	\$1,905	\$0

VI. Program Support: Program Support includes contractual support for **Public Affairs** and **Consumer Affairs**. Public Affairs support provides funding for the delivery of DOE news releases to media bureaus; radio and television broadcasts; electronic newswire and clipping services from major media markets; newspaper delivery; video duplication; and transcription services for media events. Consumer Affairs support includes funding for public service announcements and bi-monthly distribution to 300 radio stations nationwide; DOE consumer and public liaison radio programs (approximately twelve five-minute programs) and reproduction and distribution to 103 radio stations; and printing and distributing of the Consumer Resource Handbook.

Program Support	FY 1996 Current Approp.	FY 1997 Original Approp.	FY-1997 Adjustments	FY 1997 Current Approp.	FY 1998 Budget Request
Program Support:					
--Consumer Affairs	40	40	0	40	40
--Public Affairs	<u>50</u>	<u>50</u>	<u>0</u>	<u>50</u>	<u>50</u>
Total Program Support	\$90	\$90	\$0	\$90	\$90
 Total Congressional, Public, & Intergovernmental Affairs	 \$8,268	 \$8,925	 \$0	 \$8,925	 \$7,983
Total FTE's	103	82		82	66

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